Career Center Space Reservation Guidelines

The following guidelines apply to reservations of University of South Carolina's Career Center spaces to include a conference room, classroom, interview/meeting rooms, and the "Career Hub." Approvals are at the discretion of the USC Career Center with priority scheduling being reserved for Career Center sponsored or career-related events. The Career Center is located on Level 5 of the Thomas Cooper Library.

Request Process

All requests to reserve Career Center space must be submitted through the *Career Center Space Reservation Form* no less than two weeks prior to the event date. Please allow 3 business days for your request to be responded to and confirmed.

Exception: USC students who wish to reserve an interview room for a single use should submit the Interview Room Request Form or stop by the Career Center Front Desk to reserve. Students do not need to complete the *Career Center Space Reservation Form*. There is no charge for individual student interview room use.

Eligibility to Request Space

The requester must be USC faculty or staff who work for a university organization, office, or department.

Any external (non-USC) organization wishing to use the space must obtain sponsorship from a member of the university faculty/staff who must submit the request on their behalf. External visitors will also need to follow University Library check-in procedures at the Thomas Cooper Library front desk.

Student organizations may request space when the use is explicitly career related. Generally, this should result in the need for the student organization to complete the Career Center's presentation request form rather than the space request form. However, in the instance that a student organization needs a space for a career-related event in which the Career Center is not involved, they must obtain sponsorship from a member of the university faculty/staff (or the organization's advisor) who must submit the request on their behalf.

Use of Space

Use of the space is limited to the Career Center's regular office hours (Monday through Friday between 8:30 am - 5:00 pm). Please note that while we are happy to make our space available to campus partners, the Career Center does not provide full-time event management services, nor technical support.

Reserved spaces should be used only for the purpose and time stated on the reservation form. Please begin and end your reservation on time (including any necessary set up, break down and room reset times) to allow for other scheduled reservations and room preparation.

Organizations or individuals may not transfer their reservation to another group without prior approval.

Participants may not "overflow" into or use other spaces in the Career Center beyond those specifically approved as part of their reservation.

The individual submitting the reservation is responsible for the conduct of all attendees and for ensuring the space is left in the same or better condition as at the start of their reservation.

Noise and Respect for Others

Many of the Career Center spaces are located near staff offices, classrooms, meeting rooms, interview areas, and spaces where students are studying, learning or being served. All guests must keep noise at a respectful level and avoid disrupting nearby students, staff, visitors, classes, meetings, or interviews.

Loud music, amplified sound, excessive shouting, or other disruptive behavior is not permitted.

Groups using the Career Center's interview and meeting rooms should be especially mindful of privacy and maintain a quiet environment in surrounding areas.

Room Layout & Condition

The Career Center is happy to pre-set the space to your choice from a list of available layouts; however, the requester is responsible for returning the space to the Career Center's default layout (reference photo will be provided) before the end of the reservation/breakdown period. This includes tables, chairs, podiums, whiteboard supplies, and any other items that may have been moved in the space.

Participants may not remove any furniture or equipment from the room unless prior approval has been received.

The Career Center's technology may NOT be moved, nor should its configuration be altered.

No tacks, staples or adhesive other than painters tape or Post-it notes/flip chart paper should be applied to any surface in the space (walls, furniture, whiteboards, etc). If using Post-it style flip chart paper, please do not write with permanent markers as this can soak through the paper and stain the walls. Please make sure to use only dry erase markers on the whiteboards.

Any issues with furniture, technology, or room conditions should be reported as soon as possible to the Career Center front desk.

Food, Beverages & Catering

Food and beverages are permitted. Alcohol is not permitted. If an event is to be catered, it should be obtained from Horseshoe Catering, who will generally handle both set up and breakdown. It is the requester's responsibility to know if Carolina Catering is scheduled to return for the breakdown. Horseshoe Catering must be scheduled to break down and remove all catering related

materials before the office closes at 5:00pm. If not, the requester is responsible for the complete removal of all remaining food/beverages and catering related materials.

If Garnet Bites is scheduled as part of the Horseshoe Catering request, the times shared with the campus community for food pickup must end early enough that the room will be fully vacated by the end of the event's breakdown period.

The reserving individual or organization is responsible for the overall condition of the space at their departure. This may include the disposal of trash **IF** trashcans are full (Career Center staff can provide directions to loading zone dumpsters).

Damage, Stains, and Cleaning Fees

The reserving individual or organization may be held financially responsible for damage, stains, missing items, or any excessive mess that would require beyond normal cleaning.

This may include, but is not limited to:

- Damage to furniture, walls, flooring, doors, or technology.
- Stains from food, drinks, decorations, or other materials.
- Missing or damaged equipment.
- Trash, food, or personal items left behind.
- Failure to return the room to its original layout.
- Additional cleaning is required due to the condition of the room after use.

Please notify the Career Center staff member designated as your point of contact for your event immediately if damage, spills, stains, or equipment issues occur.

Room Closing Checklist

Before leaving, the reserving individual must confirm that:

- all food, beverages, catering materials, decorations, papers and personal belongings are removed
- all trash and recycling are disposed of in the appropriate bins.
- tables, counters, and other surfaces are wiped down if food or drinks were served resulting in crumbs, condensation rings, spills, etc. (Cleaning supplies may be requested if needed.)
- the space has been returned to its original layout.
- all furniture and equipment have been returned to their default locations.
- technology and lights have been turned off when applicable.
- doors are closed, and the space is left secure.
- all spills, stains, or damages are reported immediately (please report spills even if they have been cleaned up as stains often appear on a delay).

Fee Structure

Requesters will be asked to provide their university chart string for an inter-institutional transfer (IIT) to occur post-event. *Exception: If a university sponsor is requesting on behalf of an outside party, we will work with that group directly to invoice them.*

	½ Day (up to 4 hours)	Full Day (no more than 7.5 hours)	Additional cost for Horseshoe Catering
Student Success Unit	$50	$100	+$25
Division of Student Affairs & Academic Support	$75	$150	+$25
USC and Affiliate organization*	$100	$200	+$25
Non-USC Organization (with USC faculty/staff sponsorship)	$125	$250	+$25
Registered Student Organization (with fac/staff sponsorship)	FREE	FREE	+$25
Individual Student – Interview Room use	FREE	FREE	FREE

*Includes University Offices outside the Division of Student Affairs & Academic Support and external parties sponsored by a USC group.

Changing or Canceling a Reservation

Once confirmed, the Career Center will do their best to honor your reservation but does reserve the right to rescind the confirmation for extenuating circumstances or priority needs of the Career Center.

Once an event is requested, only the Career Center may edit that request. If you need to make any changes or cancel an event, please submit your request to SACCSPACE@mailbox.sc.edu. Please be sure to include the event date and title in your email. ***Cancellations received less than 24 hours prior to the event will incur a $25 cancellation fee.***

Agreement

By submitting this reservation request, I acknowledge that I have read and agree to follow these guidelines. I understand that failure to follow these expectations may result in cleaning or damage charges, loss of future reservation privileges, or other appropriate action.

Print name: _____ Date: _____

Sign name: _____